



unitedstreaming in Action: Hyperlinking Videos

What is a hyperlink?

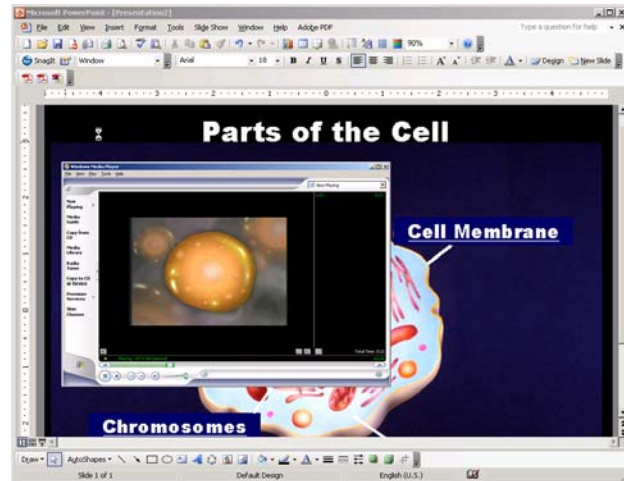
A hyperlink is an element (text or a graphic) that links to information within that document or another document. These links are usually represented by highlighted or underlined words or images. Click on the hyperlink to go to the information. When you create a hyperlink to a video, Windows Media Player will open a new window.

Reasons to hyperlink to a video:

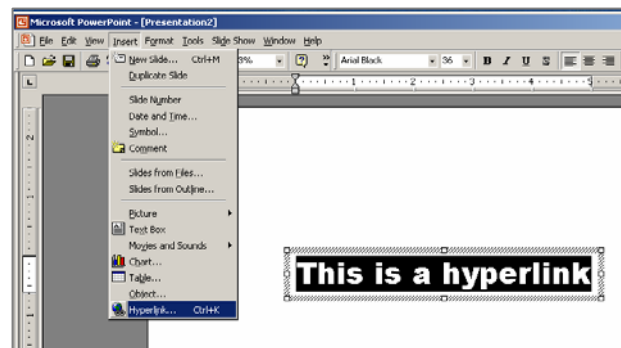
- To open the video in a separate player window.
- To have access to the player controls, such as play, pause, stop, and volume.

Create a hyperlink to a video using a PC

- Step 1 Download a video segment to a designated folder.
- Step 2 Create a new document and save it to the same folder.
- Step 3 Highlight the text or select the picture on the page that you wish to use for the hyperlink.
- Step 4 Go to "Insert" > "Hyperlink."
- Step 5 Click "Browse for File," then click "Select."
- Step 6 Navigate to where you saved the downloaded video and select it.
- Step 7 Click "OK" when finished.
- Step 8 Test your hyperlink. In PowerPoint, you will need to be in "Slide Show" view to test your link. Move your cursor over the link. It should change from an arrow to a pointing finger.



Example of a presentation with a hyperlinked video



Create a hyperlink to a video using a Mac

- Step 1 Download a video segment to a designated folder.
- Step 2 Create a new document and save it to the same folder.
- Step 3 Highlight the text or select the picture on the page that you wish to use for the hyperlink.
- Step 4 Go to "Insert" > "Hyperlink."
- Step 5 Click the "Document" tab and then click "Select."
- Step 6 Navigate to where you saved the downloaded video. Double click the video or click "Open" or "Save."
- Step 7 Click "OK" when finished.
- Step 8 Test your hyperlink. In PowerPoint, you will need to be in "Slide Show" view to test your link. Move your cursor over the link. It should change from an arrow to a pointing finger.

For additional hyperlinking information, go to the
Professional Development section of www.unitedstreaming.com